



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Airport Operations Assistant
Posting Number	PN# 109459
Department	Houston Airport System
Division	Public Safety & Technology
Section	IAH – I.D. Badging
Reporting Location	2800 N. Terminal Rd.*
Workdays & Hours	Shift work, including rotation, weekends and holidays*
*Subject to change	

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Inspects airport terminal areas and tenant facilities to ensure safe and secure land side operations. Notifies supervisor of unsafe conditions and policy/procedure violations. Observes and reports tenant and airline activities to ensure compliance with airport leases, contracts, standards and policies/procedures. Reports violations to supervisor. Supports operations activities, such as responding to routine customer questions and calls for assistance and becoming familiar with air side operations and communications activities. Performs and maintains reports on security activities, such as inspecting security alarm doors, monitoring the perimeter of terminal areas, monitoring radio communications and closed circuit televisions and performing identification badging activities. Performs and reports traffic and curbside management duties. Contributes to the team effort by performing related duties as needed.

### WORKING CONDITIONS

Performing these duties will involve: operating city vehicles; walking and standing for extended periods; making visual observations and differentiating details; applying specialized information; attending to details amid distractions; dealing with people in tense situations; speaking and writing effectively; being outside during inclement weather; using two-way radios and lifting up to forty (40) pounds; and reacting quickly with dexterity and coordination. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Public Administration, Business Administration, or related field.

### MINIMUM EXPERIENCE REQUIREMENTS

No experience required. Para-professional or professional experience in an airport, security or emergency related field may be substituted for the education requirement on a year-for-year basis.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Basic knowledge using office equipment and computer data entry skills including experience with MS Office suite. Experience conducting criminal history and background investigations, ink roll and scanner finger printing desired. Customer service experience in a high stress environment is greatly desired.

### SELECTION/SKILLS TEST REQUIRED

The selection process will involve: application review; work sample exercise; and/or interview.

### SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13	
\$989.00 - \$1,154.00 Biweekly	\$ 25,714.00 - \$30,004.00 Annually

### OPENING DATE

MARCH 22, 2006

### CLOSING DATE

APRIL 4, 2006

### APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submit online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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